

PLANNING COMMISSION
Anthony Adams, Chair
Angel Borja
Jessie Pooni
Vinay Tewari
Michael Zeiss



PLANNING COMMISSION MEETING

Second and Fourth Tuesday
Every Month

A G E N D A

**REGULAR MEETING OF THE CITY OF SUISUN CITY
PLANNING COMMISSION
TUESDAY, JULY 27, 2021
6:30 P.M.**

SUISUN CITY COUNCIL CHAMBERS -- 701 CIVIC CENTER BOULEVARD -- SUISUN CITY, CALIFORNIA

NOTICE

Pursuant to Government Code Section 54953, Subdivision (b), and Executive Order released on March 12, 2020, the following Planning Commission meeting may include teleconference participation by: Commissioners Angel Borja, Jessie Pooni, Vinay Tewari, Michael Zeiss and Chair Anthony Adams. Teleconference locations are on file at City Hall, 701 Civic Center Blvd., Suisun City, CA 94585.

PER CITY POLICY, MEMBERS OF THE PUBLIC ARE REQUIRED TO WEAR FACE MASKS WHILE IN CITY FACILITIES. IF YOU DO NOT HAVE A FACE MASK, ONE WILL BE PROVIDED FOR YOU.

THE PLANNING COMMISSION HAS RESUMED IN-PERSON MEETINGS IN ADDITION TO ZOOM. A LIMITED NUMBER OF SEATS ARE AVAILABLE, TO RESERVE A SEAT PLEASE CONTACT THE CITY CLERK AT clerk@suisun.com OR 707 421-7302.

ZOOM MEETING INFORMATION:

WEBSITE: <https://zoom.us/join>

MEETING ID: 883 7280 5488

CALL IN PHONE NUMBER: (707) 438-1720

*TO VIEW TONIGHT'S MEETING ON SUISUN WEBSITE, LIVESTREAM
(URL: <https://www.suisun.com/government/meeting-video/>)*

*REMOTE PUBLIC COMMENT IS AVAILABLE FOR THE PLANNING COMMISSION MEETING
BY EMAILING CLERK@SUISUN.COM (PRIOR TO 5pm) OR
VIA WEBSITE OR PHONE APPLICATION, ZOOM*

*(If attending the meeting via phone press *9 to raise your hand and *6 to unmute/mute for public comment.)*

(Next Resolution No. PC 21-08)

DEPARTMENTS: AREA CODE (707)

ADMINISTRATION 421-7300 ■ PLANNING 421-7335 ■ BUILDING 421-7310 ■ FINANCE 421-7320
FIRE 425-9133 ■ RECREATION & COMMUNITY SERVICES 421-7200 ■ POLICE 421-7373 ■ PUBLIC WORKS 421-7340
SUCCESSOR AGENCY 421-7309 FAX 421-7366

ROLL CALL

Planning Commissioners
Pledge of Allegiance
Invocation

CONFLICT OF INTEREST NOTIFICATION

(Any items on this agenda that might be a conflict of interest to any Commissioners should be identified at this time.)

REPORTS: (Informational items only.)

1. City Manager/Staff

PRESENTATIONS/APPOINTMENTS:

2. Election of Vice Chairperson – (Kearns: jkearns@suisun.com).

CONSENT CALENDAR

Consent calendar items requiring little or no discussion may be acted upon with one motion.

3. Planning Commission Approval of the Minutes of the Regular Meeting of the Suisun City Planning Commission held on June 15, 2021 - (Pock: dpock@suisun.com).

PUBLIC COMMENTS

(Request by citizens to discuss any matter under our jurisdiction other than an item posted on this agenda per California Government Code §54954.3. Comments are limited to no more than 5 minutes unless allowable by the Chair. Speaker cards are available on the table near the entry of the meeting room and should be given to the Clerk. By law, no prolonged discussion or action may be taken on any item raised during the public comment period, although informational answers to questions may be given and matters may be referred for placement on a future agenda.)

PUBLIC HEARING NONE**GENERAL BUSINESS:**

4. Resolution PC21-___; A Resolution of the City of Suisun City Planning Commission Recommending City Council Adoption of a Good Neighbor Policy – (Kearns: jkearns@suisun.com).
5. Resolution PC21-___; A Resolution of the Planning Commission of the City of Suisun City Amending the Planning Commission Bylaws – (Kearns: jkearns@suisun.com).

REPORTS: (Informational items only.)

6. a. Commission Members
b. Commission Chairperson

ADJOURNMENT

A complete packet of information containing staff reports and exhibits related to each item for the open session of this meeting, and provided to the City Council/Commissions, are available for public review at least 72 hours prior to a Council /Agency/Authority/Commission Meeting at Suisun City Hall 701 Civic Center Blvd., Suisun City. Agenda related writings or documents provided to a majority of the Council/Board/Commissioners less than 72 hours prior to a Council/Agency/Authority/Commission meeting related to an agenda item for the open session of this meeting will be made available for public inspection during normal business hours. An agenda packet is also located at the entrance to the Council Chambers during the meeting for public review. The City may charge photocopying charges for requested copies of such documents. Assistive listening devices may be obtained at the meeting

PLEASE NOTE:

1. The City Council/Agency/Authority/Commission hopes to conclude its public business by 10:00 P.M. Ordinarily, no new items will be taken up after the 10:00 P.M. cutoff and any items remaining will be agendaized for the next meeting. The agendas have been prepared with the hope that all items scheduled will be discussed within the time allowed.
2. Suisun City is committed to providing full access to these proceedings; individuals with special needs may call 421-7300.
3. Agendas are posted at least 72 hours in advance of regular meetings at Suisun City Hall, 701 Civic Center Boulevard, Suisun City, CA. Agendas may be posted at other Suisun City locations including:
 - Suisun City Fire Station, 621 Pintail Drive, Suisun City, CA;
 - Suisun City Senior Center, 318 Merganser Drive, Suisun City, CA;
 - Joe Nelson Center, 611 Village Drive, Suisun City, CA;
 - Harbor Master Office, 800 Kellogg Street, Suisun City, CA.

I, Donna Pock, Deputy City Clerk for the City of Suisun City, declare under penalty of perjury that the above agenda for the meeting of July 27, 2021 was posted and available for review, in compliance with the Brown Act.

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PLANNING COMMISSION
Anthony Adams, Chair
Emi Theriault, Vice Chair
Angel Borja
Jessie Pooni
Vinay Tewari
Michael Zeiss

MINUTES

**REGULAR MEETING OF THE CITY OF SUISUN CITY
PLANNING COMMISSION
TUESDAY, JUNE 15, 2021
6:30 P.M.**

SUISUN CITY COUNCIL CHAMBERS -- 701 CIVIC CENTER BOULEVARD -- SUISUN CITY, CALIFORNIA

NOTICE

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(Next Resolution No. PC 21-06)

DEPARTMENTS: AREA CODE (707)

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FIRE 425-9133 ■ RECREATION & COMMUNITY SERVICES 421-7200 ■ POLICE 421-7373 ■ PUBLIC WORKS 421-7340
SUCCESSOR AGENCY 421-7309 FAX 421-7366

ROLL CALL

Chair Adams called the meeting to order at 6:36 p.m. with the following Planning Commissioners present:

Present: Borja, Pooni, Tewari, Zeiss, Adams
Absent: Theriault

Pledge of Allegiance was led by Commissioner Zeiss

Invocation was given by Senior Planner Kearns.

CONFLICT OF INTEREST NOTIFICATION NONE

(Any items on this agenda that might be a conflict of interest to any Commissioners should be identified at this time.)

REPORTS: (Informational items only.)

1. City Manager/Staff - NONE

PRESENTATIONS/APPOINTMENTS NONE**CONSENT CALENDAR**

Consent calendar items requiring little or no discussion may be acted upon with one motion.

2. Planning Commission Approval of the Minutes of the Regular Meeting of the Suisun City Planning Commission held on June 8, 2021 - (Pock: dpock@suisun.com).

Motioned by Commissioner Zeiss and seconded by Commissioner Tewari to approve the minutes of the June 8, 2021 Planning Commission meeting. Motion passed by the following roll call vote:

AYES: Zeiss, Tewari, Borja, Adams
ABSTAIN: Pooni
ABSENT: Theriault

PUBLIC COMMENTS NONE

(Request by citizens to discuss any matter under our jurisdiction other than an item posted on this agenda per California Government Code §54954.3. Comments are limited to no more than 5 minutes unless allowable by the Chair. Speaker cards are available on the table near the entry of the meeting room and should be given to the Clerk. By law, no prolonged discussion or action may be taken on any item raised during the public comment period, although informational answers to questions may be given and matters may be referred for placement on a future agenda.)

PUBLIC HEARING

3. Resolution PC21-06; Approval of Site Plan/Architectural Review (SP/AR 20/1-001) and Conditional Use Permit (CUP 20/1-001) Applications to Construct 180 Apartment Units at the Southeast Corner of Railroad Avenue and Blossom Avenue (Assessor's Parcel Number 0037-130-010) (CONTINUED FROM JUNE 8, 2021) – (Kearns: jkearns@suisun.com).

Presentation was made by Senior Planner Kearns. Tim Kihm, representing the applicant, FPA Multi-Family LLC, continued the presentation of the proposed Blossom Avenue Apartments Project design and goals. Additional presentations were made by Serafin Maranan, on architecture and design guidelines; and Scott Volmer on the landscape plan.

Commissioner Zeiss asked about the design of the site plan regarding the exit onto Blossom Avenue on the west side, and whether it was wide enough for two cars to make easier for traffic to flow out. Is there a way to make the exit wider? Will residents be able to exit safely and quickly in the event of an emergency. He brought up City Code regarding 50% permeable walls and the right for privacy. To address project impact on traffic, and residents working from home, can we add as a condition of approval to specify that the buildings have internal wiring or broadband. Landscape Architect consider using native plant species. Question regarding condition, PW-44.

Mr. Kihm and Senior Planner Kearns responded to Commissioner Zeiss comments.

Chair Adams opened the Public Hearing.

Public comment on the wood fence on the east side of the property and the brick wall that would be about 1 1/2ft away from the wood fence. Who is the legal owner of the property between the wood fence and the brick wall?

Elfi Bartlow asked when was traffic analysis conducted, before or after COVID? Did the analysis include traffic to and from school, and the number of trips throughout the day, and comment, city is in process of considering improvements to the intersection, is very vague.

Traffic Engineer Ellen Poling, Fehr and Peers, provided more detail on the traffic analysis process.

Commissioner Borja asked about the trees along the eastern edge, landscape architect should take that into consideration the wind when planting trees.

Commissioner Pooni asked about the market rate of rent for the units.

Commissioner Zeiss commented on PW59, PW61 and the bike path.

Associate Engineer Lozano discussed formulas in determining project share of the traffic impact cost.

Commissioner Adams appreciates the architecture and design. Commented the project would create new revenue CFD Funds, development fees and sales tax dollars. Asked about solar plans, encouraged to work with the Solano Transportation Authority to help put in electric charging stations, there is public money available must apply for. Commented on traffic impact fees and PW59.

After receiving all public comments Chair Adams closed the Public Hearing for this item.

Motioned by Commissioner Borja and seconded by Commissioner Zeiss to approve Planning Commission Resolution PC21-06 as listed but requesting that applicants address emergency access.

Applicant agrees to build a 6' solid masonry wall along the south and east side of the property boundaries on property line between project and residents.

Motioned by Commissioner Zeiss and seconded by Commissioner Borja to approve Planning Commission Resolution PC21-06, with amendments. Motion passed by the following roll call vote:

AYES: Adams, Pooni, Tewari, Borja, Zeiss

ABSENT: Theriault

GENERAL BUSINESS:

4. Resolution PC21-07; Approval of a Request for a Parking Variance Reducing the Required Parking from 1.25 Parking Spaces (1 Covered and .25 Guest Spaces Per Unit) to 1 Parking Space

(1 Uncovered Space Per Unit) for the Property at 322 Merganser Drive (APN 0173-010-210) – (Kearns: jkearns@suisun.com).

Motioned by Commissioner Zeiss and seconded by Commissioner Tewari to approve Planning Commission Resolution PC21-07. Motion passed by the following roll call vote:

AYES: Adams, Pooni, Tewari, Borja, Zeiss

ABSENT: Theriault

REPORTS: (Informational items only.)

5. a. Commission Members

- Commissioner Zeiss: Request for commendation thanking Garry Rowe for his years of service as Vice-Chair and Chair of the Planning Commission. Request staff to discuss with Contract Planner Gary Price to look at parking table and consider general idea of amending code for tenants who require smaller amount for parking. Propose future agenda item amending bylaws addressing procedure for commissioner absence.

b. Commission Chairperson

- Commission Chair Adams: Sustainable Solano is doing a Flood Walk in Suisun City on Saturday, June 26 at city hall. BCDC did a study on sea level rise, Sustainable Solano grant will showcase what that will do for Suisun City. Request a Commission retreat.

ADJOURNMENT

There being no further business the meeting was adjourned at 8:45pm.

Donna Pock
Deputy City Clerk



Planning Commission Agenda Report

Meeting Date 7/27/2021

DATE:	7/27/2021	Files:
TO:	PLANNING COMMISSION	
FROM:	John Kearns, Senior Planner (707.421.7335, jkearns@suisun.com)	
RE:	Good Neighbor Policy	

SUMMARY

At the May 25, 2021, Planning Commission, the Commission adopted a resolution recommending City Council approval of a Good Neighbor Policy. The City Council discussed the item at their July 6, 2021, regular meeting and after providing comments and direction, requested the Commission to discuss the policy further and make another recommendation on the revised policy.

Recommendation: Planning staff recommends that the Commission adopt Resolution PC 21-___; A Resolution of the City of Suisun City Planning Commission Recommending City Council Adoption of a Good Neighbor Policy.

BACKGROUND

The Planning Commission discussed the policy at their April 27, May 11, and May 25 regular meetings, ultimately making a recommendation for adoption at their May 25 meeting. The City Council discussed the item at their July 6 meeting and chose to form an Ad Hoc of Mayor Wilson and Councilmember Williams to provide an edited document for the Planning Commission to reconsider for recommendation to the City Council.

DISCUSSION/ANALYSIS

During discussion of the agenda item on July 6, the City Council expressed interest in removing vague language from the policy and instead being very clear with what the City's expectations of the policy were. Further, with the assistance of the City Attorney's Office, language has been added relative to housing projects. Staff has included both a "redlined" and "clean" version of the draft policy (Attachment 1 and 2) for the reference of the Planning Commission.

CEQA Review

The adoption of a "Good Neighbor Policy" is exempt from the California Environmental Quality Act per Section 15061. The policy would simply establish procedural steps a development applicant must take in reaching out to adjacent landowners and residents when bringing forward an entitlement application.

Next Steps

If the Planning Commission makes a recommendation, staff will then bring forward the recommendation to the City Council for consideration at their August 17, 2021 meeting.

PUBLIC CONTACT

The agenda was posted on the Suisun City website. As of the date of this report, no additional inquiries regarding this item had been received by City staff.

DISTRIBUTION**Internal**

- PC Distribution
- City Manager Greg Folsom
- Senior Planner John Kearns

External

- City Website <https://www.suisun.com/planning-commission/>

ATTACHMENTS

1. Resolution PC 21-___; A Resolution of the City of Suisun City Planning Commission Recommending City Council Adoption of a Good Neighbor Policy.
2. Draft Good Neighbor Policy (redlined).
3. Draft Good Neighbor Policy (clean).

RESOLUTION NO. PC21-

**A RESOLUTION OF THE CITY OF SUISUN CITY PLANNING COMMISSION
AMENDING THE PLANNING COMMISSION BYLAWS**

WHEREAS, the Planning Commission directed staff at their April 14, 2015 regular meeting to complete revisions to the draft Planning Commission Bylaws and prepare the document for Commission adoption; and

WHEREAS, the Planning Commission at a regular meeting on May 26, 2015 did complete its review and recommend approval of Planning Commission Bylaws; however, the bylaws were never forwarded to the City Council for adoption; and

WHEREAS, the Planning Commission at a regular meeting on April 23, 2019 completed its review of the Planning Commission Bylaws; and

WHEREAS, the City Council amended the Planning Commission Bylaws and the Planning Commission concurred with the changes on July 9, 2019; and

WHEREAS, the Planning Commission did discuss several amendments to the bylaws at their February 23, 2021 meeting and again at their March 9, 2021 meeting and voted for adoption; and

WHEREAS, the Planning Commission adopted certain amendments to the Planning Commission Bylaws at their April 13, 2021 meeting; and

WHEREAS, the Planning Commission adopted certain amendments to the Planning Commission Bylaws at their July 27, 2021 meeting including amendments to Section 4.5 “Anticipated Absences.”

NOW, THEREFORE, BE IT RESOLVED THAT the Planning Commission of the City of Suisun City does hereby adopt Resolution PC21-__; A Resolution of the City of Suisun City Planning Commission Amending the Planning Commission Bylaws.

The forgoing motion was made by Commissioner _____ and seconded by Commissioner _____ and carried by the following vote:

AYES: Commissioners:
NOES: Commissioners:
ABSENT: Commissioners:
ABSTAIN: Commissioners:

WITNESS my hand and the seal of said City this 27th day of July 2021.

Donna Pock
Commission Secretary

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GOOD NEIGHBOR POLICY

The City of Suisun City is committed to engaging in meaningful participation of community stakeholders. Input received early in the long-range policy planning and development review processes better enables the City and project applicants to incorporate feedback from community stakeholders suggestions and ideas from the community, ultimately resulting in improved-favorable outcomes for all and a more efficient planning process. Early outreach helps to educate and encourage communication, providing more certainty to developers and ~~our~~ community stakeholders.

The intent of this Policy is to ensure that the community has the opportunity to engage in policy and project development throughout-early in the discretionary review processes, and to inform the community regarding how and when to participate ~~in~~ throughout the project review.

Preliminary Review Applications

~~For any~~ Any person or entity (subject to this policy) who intends to submit an entitlement application or, preliminary review applications (prelim app) ~~are~~ is strongly encouraged to follow the guidelines of the Good Neighbor Policy. PFor these projects identified as Major or Complex are subject to the Good Neighbor Policy and required to follow the guidelines herein. and may be required for Major and Complex proposals.

During the pre-application process, Development Services Department staff would will determine if the project is subject to this policy based on the criteria below: applicant is required to hold an outreach meeting prior to submittal of an entitlement application.

~~For Major and Complex, projects, applicants who intend to submit a formal application after the preliminary review is complete will generally be strongly encouraged to hold a community meeting once preliminary comments have been received and prior to submitting the formal application.~~

Major Projects

1. New Commercial Construction - Any structure greater than 5,000 square feet.
2. New Residential Construction - Any project proposing ten (10) or more new dwelling units.
3. Existing Non-Residential Structures - An addition of 5,000 square feet or more to an existing structure.
4. Existing Multi-Family Structure - Rehabilitation, alteration, or addition to more than 25 percent of an existing multi-family structure with five (5) or more units.
5. Existing Structure - Any project that would demolish or change the deed status of an affordable housing unit(s).

6. Any project with a Development Agreement.

Complex Projects (Projects that include one or more of the following):

1. Planned Unit Development (PUD) Permit.
2. Zoning Text Amendment.
3. Zoning Change.
4. General Plan Amendment.
5. Projects with Mandatory Mitigated Negative Declarations ~~and~~ or Environmental Impact Reports.
6. Schools.
7. Projects that require Conditional Use Permits, which in the view of staff conflict with Section 18.66.020 or present significant traffic.
8. ABC License new requests or modifications.
9. Adult businesses, as covered by Section 18.48.
10. Cannabis, as covered by Section 18.49.

~~For Major and Complex, projects, applicants~~ A person or entity who intends to submit a formal application after the preliminary review is complete will generally be strongly encouraged to hold at least one community meeting once preliminary comments have been received and prior to submitting the formal application. Development Services may require additional meetings and those will be determined on a case-by-case basis and will be communicated in advance.

Community Meeting Notifications & Guidelines

All ~~Pre-App~~ projects applicants are required to submit a written report as part of their completed application documenting proof of having completed the following during the prelim app process, or a time line for the following so as to provide sufficient time for entitlement consideration as may be required by the City's code or the state statutes:

- ~~1. provide Neighborhood notification;~~
- ~~2. and a minimum of one Community meeting;~~
- ~~3. to discuss the proposed project and to document Community concerns/feedback.~~

Notice and Meeting Requirements

(a) Neighborhood Not~~Notification~~ies:

- (1) All property owners and tenants within 600 feet of the project and interested community groups must be notified of the ~~Pre-App~~prelim app by way of a written notice describing the project and inviting them to the Community Meeting, Planning Commission study session, and/or other community meetings to discuss the project. Notices must be published as an ad in the local daily newspaper and 8" x 11.5" notices posted on City bulletin boards, via United States mail, via email (to those

who pre-identified), on the city website, and through social media notifications.

(2) The applicant is responsible for posting notification signs on the project site informing the community ~~that a formal~~once the application has been submitted. The sign information will be approved by the Development Services Department in the template provided by the City, and the applicant shall post the notification sign within two weeks of the application submittal. The signage shall be a minimum 11” x 17” size. Larger and/or more signage may be required by the Development Services Department, particularly for vacant lots, Mmajor sitesProjects, and Ceomplex Pprojects. This initial on-site notification is in addition to any on-site public hearing notices required by the Suisun City Municipal Code. Applicant shall replace in kind postings, as needed, following notice from Development Services staff.

(3) The applicant is responsible for sending out the meeting notice. ~~Required~~The notice shall include:

1. An eEnvelope with clear and bold marking such as “Potential Project in Your Area”;

~~1.2.1.~~ Project site map with radius identified;

~~2.3.~~ Project description including potential public nuisances listed in Section 18.66.020 as identified by Development Services Department staff and how the applicant intends to resolve those issues; ~~and~~

4. -Date, time, and location of the meeting(s);

5. Projected timeline of project;

~~3.6.~~ Opportunity to collect feedback without attending a meeting, ex. email address, online form, mail, etc.-

(4) In addition, the notice must be:

1. Approved by Development Services Department staff;

2. Sent out, published, or posted according to City of Suisun City guidelines, at least 14 days prior to the meeting; and

3. -Mailed by United States Postal Service using a Certificate of Mailing (Form 3788), or another form of registered- mail with proof of mailing provided to staff.

(5) Proof of neighborhood notifications should be properly documented in the report with a full mailing list, and samples of all notifications including pictures of physical postings, social media ad buys, etc.

(b) Community Meeting:

- (1.) The applicant is responsible for arranging the community meeting venue.
- (2.) Attendees should be requested to sign in and have the ability to mark themselves as resident or non-resident. ~~and provide contact information, if further contact is desired, a section to provide contact information should be included.-~~
- (3.) Applicant shall document questions from the community and the responses to the questions.
- ~~(4.)~~ Meetings may occur using a remote platform, otherwise they shall occur at a publicly accessible venue within the City, preferably
~~(5.)~~(4.) at the project site or within a one-mile radius of the site.
- ~~(6.)~~(5.) Weeknight meetings shall ~~occur between~~ start no earlier than 6:00 p.m. and no later than 7:00pm-9:00 p.m.
- ~~(7.)~~(6.) Weekend meetings shall start no earlier than ~~occur between~~ 10:00 a.m. and no later than 97:00 p.m.
- ~~(8.)~~(7.) The applicant is responsible for presenting the project to the community. Presentation shall include potential public nuisances as listed in Section 18.66.020 as identified by Development Services Department staff.
- ~~(9.)~~(8.) Applicant shall provide time for public comment to express community concerns and be able to respond at the meeting or shortly afterward.
- ~~(10.)~~(9.) The meeting must be recorded and all public comments documented in writing or the applicant will pay (as indicated in the City of Suisun City Master Fee Schedule) Development Services staff to attend and take notes.
- ~~(11.)~~ ~~Development Services Department staff may require additional meetings if additional meetings will be beneficial to the community or if prior meetings are not recorded.-~~

~~Preliminary Application Letter and Formal Submittal.~~

- ~~(a) Within 30 days of outreach completion, the Planning Division will send to the applicant a letter summarizing major project concerns, a description of the approval process, other issues noted during internal review, and a fee estimate.~~
- ~~(b) A formal project submittal will be accepted only after the Pre-Appprelim app letter has been issued. The submittal should address the matters discussed in the Pre-Appprelim app letter, as well as comply with all application submittal requirements.~~
- ~~(c) Comments in the letter, excluding the fee estimates, are in effect for one year from the date of the letter.~~
 - ~~(1.) If a formal application is not submitted within one year, a new Pre-Appprelim app will be required before project submittal.~~
 - ~~(2.) The requirement for a new Pre-Appprelim app may be waived by the Development~~

~~Services Director on a case-by-case basis.~~

- ~~(3.) A new Pre-Appprelim app may be required by the Development Services Director within the one-year period if it is determined that the formal submittal is significantly different from the Pre-Appprelim app submittal.~~

OTHER TOPICS

Long-Range Planning Projects

Long-range planning projects, including but not limited to development of new specific/area plans, significant updates/amendments to existing specific/area plans, significant Zoning Ordinance Amendments, General Plan Updates, etc., will generally be treated as Complex projects in accordance with the Community Outreach matrix in terms of requiring at least one community meeting. However, many types of long-range planning changes may have their own specific outreach strategies that vary from and typically expand beyond the standard outreach procedures outlined in this policy.

Where proposed long-range planning changes may have significant, citywide implications, the City ~~will do a press release to~~ ~~may choose to~~ publish community meeting dates ~~in the *Daily Republic*.~~

Housing Projects

This policy shall not delay or make infeasible housing development projects as defined in the Housing Accountability Act, Section 65589.5(h)(2).

Community Outreach and State/City Law Consistency

While it is the City's policy to require significant community outreach, ~~a hearing body may act upon an application that does not meet all outreach and notification criteria contained in this policy as long as~~ the project must meet applicable State and City due process laws and the City will ensure their review is consistent with State and City laws.

Additional Outreach

The Development Services Department will maintain a list of interested parties who will be notified by email when environmental documents are available for review and who will be notified at least 14 days in advance of community meetings and public hearings. The ~~D~~development Services Department retains discretion to require mailed notices to a larger radius than ~~that~~ that called for by this policy. Additional outreach methods and efforts may be required above and beyond what is called for in this policy.

Post Entitlement Implementation

There shall be procedures in place that are reasonably calculated to ensure that the quiet, safety and cleanliness of the premises and vicinity are maintained. Such conditions shall include, but are not limited to, the following:

1. Notices shall be prominently displayed from the establishment urging patrons to call or email the establishment if they have any questions, pursuant to the City of Suisun City noticing procedure.
2. The applicant/operator must comply with Sections 8.12 ("Public Nuisances"), 15.04 ("Permits-Uniform Code"), Section 18.30 ("Allowable Use Table") and Section 18.66.020 ("Use Permits") of the Suisun City Municipal Code.
3. The establishment shall implement other conditions and/or management practices necessary to ensure that management and/or patrons of the establishments maintain the quiet, safety and cleanliness of the premises and the vicinity of the use, and ~~(do not block~~ driveways of neighboring residents or businesses.
4. The establishment shall provide a ~~cell~~ phone number to all interested neighbors that will be responded to within 4 hours answered during ~~business~~ hours of activity by a manager or other responsible person who has the authority to adjust volume and respond to other complaints whenever needed.
5. In addition, an emergency contact name and number shall be provided to the City to allow for police and emergency personnel or other City personnel to contact that person concerning incidents.

GOOD NEIGHBOR POLICY

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The intent of this Policy is to ensure that the community has the opportunity to engage in policy and project development early in the discretionary review processes, and to inform the community regarding how and when to participate throughout the project review.

Preliminary Review Applications

Any person or entity who intends to submit an entitlement application or preliminary review applications (prelim app) is strongly encouraged to follow the guidelines of the Good Neighbor Policy. Projects identified as Major or Complex are subject to the Good Neighbor Policy and required to follow the guidelines herein.

During the pre-application process, Development Services Department staff will determine if the project is subject to this policy based on the criteria below:

Major Projects

1. New Commercial Construction - Any structure greater than 5,000 square feet.
2. New Residential Construction - Any project proposing ten (10) or more new dwelling units.
3. Existing Non-Residential Structures - An addition of 5,000 square feet or more to an existing structure.
4. Existing Multi-Family Structure - Rehabilitation, alteration, or addition to more than 25 percent of an existing multi-family structure with five (5) or more units.
5. Existing Structure - Any project that would demolish or change the deed status of an affordable housing unit(s).
6. Any project with a Development Agreement.

Complex Projects (Projects that include one or more of the following):

1. Planned Unit Development (PUD) Permit.
2. Zoning Text Amendment.
3. Zoning Change.
4. General Plan Amendment.
5. Projects with Mandatory Mitigated Negative Declarations or Environmental

Impact Reports.

6. Schools.
7. Projects that require Conditional Use Permits, which in the view of staff conflict with Section 18.66.020 or present significant traffic.
8. ABC License new requests or modifications.
9. Adult businesses, as covered by Section 18.48.
10. Cannabis, as covered by Section 18.49.

A person or entity who intends to submit a formal application after the preliminary review is complete will hold at least one community meeting once preliminary comments have been received and prior to submitting the formal application. Development Services may require additional meetings and those will be determined on a case-by-case basis and will be communicated in advance.

Community Meeting Notifications & Guidelines

All projects applicants are required to submit a written report as part of their completed application documenting proof of having completed the following during the prelim app process, or a time line for the following so as to provide sufficient time for entitlement consideration as may be required by the City's code or the state statutes:

1. Neighborhood notification;
2. Community meeting;
3. Community feedback.

(a) Neighborhood Notification:

- (1) All property owners and tenants within 600 feet of the project and interested community groups must be notified of the prelim app by way of a written notice describing the project and inviting them to the Community Meeting, Planning Commission study session, and/or other community meetings to discuss the project. Notices must be published as an ad in the local daily newspaper and 8" x 11.5" notices posted on City bulletin boards, via United States mail, via email (to those who pre-identified), on the city website, and through social media notifications.
- (2) The applicant is responsible for posting notification signs on the project site informing the community once the application has been submitted. The sign information will be approved by the Development Services Department in the template provided by the City, and the applicant shall post the notification sign within two weeks of the application submittal. The signage shall be a minimum 11" x 17" size. Larger and/or more signage may be required by the Development Services Department, particularly for vacant lots, Major Projects, and Complex Projects. This initial on-site notification is in addition to any on-site public hearing notices required by the Suisun City Municipal Code. Applicant shall replace in kind postings, as needed, following notice from Development Services staff.

(3) The applicant is responsible for sending out the meeting notice. The notice shall include:

1. An envelope with clear and bold marking such as “Potential Project in Your Area”;
2. Project site map with radius identified;
3. Project description including potential public nuisances listed in Section 18.66.020 as identified by Development Services Department staff and how the applicant intends to resolve those issues;
4. Date, time, and location of the meeting(s);
5. Projected timeline of project;
6. Opportunity to collect feedback without attending a meeting, ex. email address, online form, mail, etc.

(4) In addition, the notice must be:

1. Approved by Development Services Department staff;
2. Sent out, published, or posted according to City of Suisun City guidelines, at least 14 days prior to the meeting; and
3. Mailed by United States Postal Service using a Certificate of Mailing (Form 3788), or another form of registered mail with proof of mailing provided to staff.

(5) Proof of neighborhood notifications should be properly documented in the report with a full mailing list, and samples of all notifications including pictures of physical postings, social media ad buys, etc.

(b) Community Meeting:

- (1) The applicant is responsible for arranging the community meeting venue.
- (2) Attendees should be requested to sign in and have the ability to mark themselves as resident or non-resident. If further contact is desired, a section to provide contact information should be included.
- (3) Applicant shall document questions from the community and the responses to the questions.
- (4) Meetings may occur using a remote platform, otherwise they shall occur at a publicly accessible venue within the City, preferably at the project site or within a one-mile radius of the site.
- (5) Weeknight meetings shall start no earlier than 6:00 p.m. and no later than 7:00pm.
- (6) Weekend meetings shall start no earlier than 10:00 a.m. and no later than 7:00 p.m.
- (7) The applicant is responsible for presenting the project to the community. Presentation shall include potential public nuisances as listed in Section

18.66.020 as identified by Development Services Department staff.

- (8) Applicant shall provide time for public comment to express community concerns and be able to respond at the meeting or shortly afterward.
- (9) The meeting must be recorded and all public comments documented in writing or the applicant will pay (as indicated in the City of Suisun City Master Fee Schedule) Development Services staff to attend and take notes.

OTHER TOPICS

Long-Range Planning Projects

Long-range planning projects, including but not limited to development of new specific/area plans, significant updates/amendments to existing specific/area plans, significant Zoning Ordinance Amendments, General Plan Updates, etc., will generally be treated as Complex projects in accordance with the Community Outreach matrix in terms of requiring at least one community meeting. However, many types of long-range planning changes may have their own specific outreach strategies that vary from and typically expand beyond the standard outreach procedures outlined in this policy.

Where proposed long-range planning changes may have significant, citywide implications, the City will do a press release to publish community meeting dates.

Housing Projects

This policy shall not delay or make infeasible housing development projects as defined in the Housing Accountability Act, Section 65589.5(h)(2).

Community Outreach and State/City Law Consistency

While it is the City's policy to require significant community outreach, the project must meet applicable State and City due process laws and the City will ensure their review is consistent with State and City laws.

Additional Outreach

The Development Services Department will maintain a list of interested parties who will be notified by email when environmental documents are available for review and who will be notified at least 14 days in advance of community meetings and public hearings. The Development Services Department retains discretion to require mailed notices to a larger radius than called for by this policy. Additional outreach methods and efforts may be required above and beyond what is called for in this policy.

Post Entitlement Implementation

There shall be procedures in place that are reasonably calculated to ensure that the quiet, safety and cleanliness of the premises and vicinity are maintained. Such conditions shall include, but are not limited to, the following:

1. Notices shall be prominently displayed from the establishment urging patrons to call or email the establishment if they have any questions, pursuant to the City of Suisun City noticing procedure.
2. The applicant/operator must comply with Sections 8.12 ("Public Nuisances"), 15.04 ("Permits-Uniform Code"), Section 18.30 ("Allowable Use Table") and Section 18.66.020 ("Use Permits") of the Suisun City Municipal Code.
3. The establishment shall implement other conditions and/or management practices necessary to ensure that management and/or patrons of the establishments maintain the quiet, safety and cleanliness of the premises and the vicinity of the use, and do not block driveways of neighboring residents or businesses.
4. The establishment shall provide a phone number to all interested neighbors that will be responded to within 4 hours during hours of activity by a manager or other responsible person who has the authority to adjust volume and respond to other complaints whenever needed.
5. In addition, an emergency contact name and number shall be provided to the City to allow for police and emergency personnel or other City personnel to contact that person concerning incidents.

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Planning Commission Agenda Report

Meeting Date 7/27/2021

DATE: 7/27/2021
 TO: PLANNING COMMISSION
 FROM: John Kearns, Senior Planner (707.421.7335, jkearns@suisun.com)
 RE: Planning Commission Bylaws

Files:

SUMMARY

Staff is requesting the Planning Commission consider adoption of a resolution amending their bylaws relative to Section 4.5 “Anticipated Absence.” If adopted, the new language would be consistent with the adopted Council Norms and Procedures.

Recommendation: Planning staff recommends that the Commission adopt Resolution PC21-___; A Resolution of the Planning Commission of the City of Suisun City Amending the Planning Commission Bylaws.

Proposed Motion: I move that the Planning Commission adopt Resolution PC21-___; A Resolution of the Planning Commission of the City of Suisun City Amending the Planning Commission Bylaws.

BACKGROUND/DISCUSSION/ANALYSIS

On April 13, 2021, the Planning Commission amended their bylaws and, subsequently, the City Council approved the changes at their April 20, 2021 meeting. Following adoption, it was discovered that the procedure for reporting an absence for a Commission meeting was inconsistent with the adopted Council Norms and Procedures. Staff has inserted the relevant language into Section 4.5 “Anticipated Absence” of the Planning Commission Bylaws document for consideration of the Commission (see below).

4.5 Anticipated Absence

Any Commissioner who has knowledge of the fact that he will not be able to attend a scheduled meeting of the Planning Commission ~~shall~~ **should** notify the **Mayor and** Development Services **Director staff** ~~at the earliest possible opportunity and, in any event, prior to 5 p.m. on the date of~~ **in advance of missing** the meeting. The Development Services Director shall notify the Chair of the Commission in the event that the projected absences will produce a lack of quorum.

~~**If any commissioner is absent for three consecutive regular meetings of the Planning Commission without permission of the Commission expressed in its official minutes, he/she shall relinquish his/her seat on the Commission.**~~

A Commissioner whose attendance is less than seventy-five percent (75%) of the required meetings over a period of a year may be subject to removal at the discretion of the Mayor. Council will be notified by the City Manager prior to any actions taken.

The Council may grant an approved leave of absence for a board, commission or committee member for such reasons as the Mayor determines appropriate. Council will be notified of any actions taken.

Staff has reflected the changes directed by the City Council in **red bold underline** for additions and ~~red strikethrough~~ for deletions.

CEQA Review

The bylaws are not a “project” subject to review under the California Environmental Quality Act (CEQA).

Next Steps

If the amendments are adopted, the bylaws would be forwarded to the City Council for approval.

PUBLIC CONTACT

The agenda was posted on the Suisun City website. As of the date of this report, no additional inquiries regarding this item had been received by City staff.

DISTRIBUTION

Internal

- PC Distribution
- City Manager Greg Folsom
- Senior Planner John Kearns

External

- City Website <https://www.suisun.com/planning-commission/>

ATTACHMENTS

1. Resolution PC21-__; A Resolution of the Planning Commission of the City of Suisun City Amending the Planning Commission Bylaws.
2. PC Bylaws.

RESOLUTION NO. PC21-

**A RESOLUTION OF THE CITY OF SUISUN CITY PLANNING COMMISSION
AMENDING THE PLANNING COMMISSION BYLAWS**

WHEREAS, the Planning Commission directed staff at their April 14, 2015 regular meeting to complete revisions to the draft Planning Commission Bylaws and prepare the document for Commission adoption; and

WHEREAS, the Planning Commission at a regular meeting on May 26, 2015 did complete its review and recommend approval of Planning Commission Bylaws; however, the bylaws were never forwarded to the City Council for adoption; and

WHEREAS, the Planning Commission at a regular meeting on April 23, 2019 completed its review of the Planning Commission Bylaws; and

WHEREAS, the City Council amended the Planning Commission Bylaws and the Planning Commission concurred with the changes on July 9, 2019; and

WHEREAS, the Planning Commission did discuss several amendments to the bylaws at their February 23, 2021 meeting and again at their March 9, 2021 meeting and voted for adoption; and

WHEREAS, the Planning Commission adopted certain amendments to the Planning Commission Bylaws at their April 13, 2021 meeting; and

WHEREAS, the Planning Commission adopted certain amendments to the Planning Commission Bylaws at their July 27, 2021 meeting including amendments to Section 4.5 "Anticipated Absences."

NOW, THEREFORE, BE IT RESOLVED THAT the Planning Commission of the City of Suisun City does hereby adopt Resolution PC21-__; A Resolution of the City of Suisun City Planning Commission Amending the Planning Commission Bylaws.

The forgoing motion was made by Commissioner _____ and seconded by Commissioner _____ and carried by the following vote:

AYES: Commissioners:
NOES: Commissioners:
ABSENT: Commissioners:
ABSTAIN: Commissioners:

WITNESS my hand and the seal of said City this 27th day of July 2021.

Donna Pock
Commission Secretary

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City of Suisun City Planning Commission Bylaws

Amended March 9, 2021

Amended April 13, 2021

Amended July 27, 2021 (Proposed)

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CITY OF SUISUN CITY PLANNING COMMISSION BYLAWS

1. Preface

Title 2, Administration and Personnel, of the Suisun City Municipal Code establishes the Planning Commission of Suisun City. The duties and authorities of the Planning Commission are those conferred upon it by the provisions of Title 7 of the Government Code of California, and any other laws of the state applicable thereto, and those identified in Title 18, Zoning, of the Suisun City Municipal Code. These Planning Commission Bylaws provide guidance to the Planning Commission, project applicants and members of the public on how the Planning Commission will execute its duties. If a conflict arises between these Bylaws and the Suisun City Municipal Code, the Code shall control.

2. Adoption and Amendment of Bylaws

These bylaws shall be adopted by and may be amended by resolution of a majority of the Commissioners present at any Suisun City Planning Commission meeting attended by no less than five members of the Commission.

Upon adoption or amendment by the Planning Commission, such bylaws shall be submitted to the City Council for review. The City Council may, at its sole discretion, overturn approval of these Bylaws and direct the Commission to incorporate amendments as determined appropriate.

3. Adoption of Parliamentary Procedure

The Suisun City Planning Commission shall conduct meetings consistent with the spirit of the guidelines established under Rosenberg's Rules of Order, Revised 2011, and as amended. Where these Rules of Order are found to be inconsistent with State law or regulations adopted by the City Council of Suisun City, such State or local regulations shall prevail.

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4. Duties and Powers of Commissioners

4.1 Responsibilities of Each Planning Commissioner

Commission members serve the City as a whole and represent no special group or interest.

The Planning Commission shall have the power to recommend to the City Council, after a public hearing thereon, the adoption, amendment or repeal of the General Plan or any Specific Plan, or any part thereof, for the physical development of the City.

The Planning Commission shall exercise such functions with respect to land subdivisions, planning, and zoning as may be prescribed by the Suisun City Code.

The Commission shall advise the City Council on those matters falling within its charged responsibilities in a manner reflecting concern for the overall development and environment of the City as a setting for human activities. This shall include consideration of the City's impacts on adjacent municipalities and unincorporated areas. All reports and recommendations of the Commission to the City Council shall be in writing and presented to the City Council by the Development Services Department on behalf of the Commission.

4.2 Commissioner Preparation

Each of the Commission members shall have the responsibility to keep himself or herself up to date on planning matters. In addition, each member should attempt to take advantage of the various educational and training opportunities offered by such organizations as the League of California Cities, University and/or College classes, programs or seminars.

4.3 Addressing Commissioners and Members of the Public

The appropriate title should be used when acknowledging a meeting participant, such as "Mr.", "Ms.", "Commissioner", "Chair", "Vice-Chair", etc. This shows respect, professionalism and avoids the appearance of favoritism.

4.4 Communications with the Press

When speaking to the press, Commissioners should be very specific in stating that they are speaking for themselves only and not for the Commission as a whole. Communication with the press should be reported to staff.

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4.5 Anticipated Absence

Any Commissioner who has knowledge of the fact that he will not be able to attend a scheduled meeting of the Planning Commission ~~shall~~ should notify the Mayor and Development Services Director staff ~~at the earliest possible opportunity and, in any event, prior to 5 p.m. on the date of~~ in advance of missing the meeting. The Development Services Director shall notify the Chair of the Commission in the event that the projected absences will produce a lack of quorum.

~~If any commissioner is absent for three consecutive regular meetings of the Planning Commission without permission of the Commission expressed in its official minutes, he/she shall relinquish his/her seat on the Commission.~~

A commissioner whose attendance is less than seventy-five percent (75%) of the required meetings over a period of a year may be subject to removal at the discretion of the Mayor. Council will be notified by the City Manager prior to any actions taken.

The Council may grant an approved leave of absence for a board, commission or committee member for such reasons as the Mayor determines appropriate. Council will be notified of any actions taken.

4.6 Officers

Selection

The officers of the Planning Commission shall consist of Chairperson and Vice Chairperson, elected by the general membership of the Planning Commission.

The election of officers shall generally occur at the Planning Commission's second meeting in January or as otherwise determined necessary by the Planning Commission. A minimum of 5 of the current membership must be present for the election to take place.

Nominations of members for an office shall be from the floor by a current member of the Planning Commission during the meeting when elections are held. Nominations must be seconded by another member of the Commission. Nominations and elections for Chairperson and Vice-Chairperson shall be completed separately, beginning with Chairperson.

Once nominations are complete, a roll call vote of the Commission for all nominated candidates will be called. A nominee must receive a majority of the votes from Commissioners present to be elected. If no candidate receives a majority vote, the

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nomination and voting process will be repeated until a candidate receives a majority vote of those Commissioners present.

All terms of office shall be for one year or until the time of the next election of officers.

A member of the Planning Commission may serve in the same office of the Planning Commission for no more than two consecutive terms.

The Vice-Chair shall succeed the Chair if he/she vacates the office before the term is completed, the Vice-Chair to serve the unexpired term of the vacated office. A new Vice-Chair shall be elected at the next regular meeting.

In the absence of the Chair and Vice-Chair, any other member shall call the Commission to order, whereupon a chair shall be elected from the members present to preside.

4.7 Duties and Responsibilities of the Chair

Preside at all meetings of the Commission.

Call special meetings of the Commission in accordance with legal requirements and the Rules of Procedure.

Sign documents of the Commission.

When so directed by the Commission, represent the Planning Commission at City Council, County Planning Commission and other meetings as the Planning Commission's representative.

4.8 Duties and Responsibilities of the Vice-Chair

During the absence, disability, or disqualification of the Chair, the Vice-Chair shall exercise or perform all the duties and be subject to all the responsibilities of the Chair.

4.9 Subcommittees

When desirable or necessary, the Chair, with the approval of the Planning Commission, shall appoint standing committees and special committees.

The Chair, with the approval of the Planning Commission, may appoint residents and staff of Suisun City to serve on Planning Commission Subcommittees.

Each subcommittee of the Planning Commission shall include no more than three members of the Planning Commission.

Special committees shall be discharged at the end of their assignment.

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5. Meetings

5.1 Public Meetings

All meetings shall be held in full compliance with the provision of state law, ordinances of the City, and these Rules of Procedure.

5.2 Regular Meetings

Regular meetings shall be held on the second and fourth Tuesday of the month, at 6:30 p.m. in the Council Chambers of the City Hall unless otherwise determined by the Planning Commission or the Development Services Director in consultation with the Commission Chair.

Whenever a regular meeting falls on a public holiday, no regular meeting shall be held on that day. Such regular meeting may be rescheduled to another business day, or canceled by motion adopted by the Planning Commission or the Development Services Director in consultation with the Commission Chair.

5.3 Adjourned Meetings

In the event it is the wish of the Planning Commission to adjourn its meeting to a certain hour on another day, a specific date, time, and place must be set by the Commission prior to the regular motion to adjourn.

5.4 Special Meetings

Special meetings of the Planning Commission may be held at any time upon the call of the Chair, the Development Services Director, or by a majority of the voting members of the Commission or upon request of the City Council following at least 24 hours' notice to each member of the Commission and to the press. The time and place of the special meeting shall be determined by the convening authority.

5.5 Study Sessions/Workshops

The Commission may be convened as a whole or as a committee of the whole in the same manner as prescribed for the calling of a special meeting for the purpose of holding a study session provided that no official action shall be taken and no quorum shall be required.

5.6 Establishing a Quorum

A quorum of at least four (4) members of the Planning Commission must be present for the Commission to conduct normal business. If the body has less than a quorum of members present, it cannot legally transact business. If the body has a quorum to begin

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the meeting, the body can lose the quorum during the meeting when a member departs (or even when a member leaves the dais). When that occurs the body loses its ability to transact business until and unless a quorum is reestablished.

The only action which may be taken at a meeting attended by less than a quorum is to open the meeting and adjourn the meeting to a time certain. In such event all items on the agenda, including action items and public hearings, shall be continued to the next scheduled meeting and agendas shall be posted as required subject to Gov't Code Section 54955.

5.7 Agendas

Agendas shall be prepared by the staff of the Suisun City Planning Department and shall be posted consistent with City policies and state law.

The agenda shall be approved at the beginning of each meeting. The Planning Commission may choose to change the order of items to be heard in order to better serve the Community and the Commission.

The Planning Commission may add items to the agenda if, by an affirmative vote of at least five (5) members, the Commission determines that an emergency exists or that there is need to take action and that such need came to the attention of the City after the meeting agenda was posted.

Before the close of each meeting the Commission shall discuss future agenda items and may, by an affirmative vote of three members of the Commission, direct staff to include items on future meeting agendas of the Commission.

5.8 Minutes and Record of the Meeting

At each meeting of the Commission, the minutes of the prior meeting shall be presented for approval. Commissioners shall identify any corrections or clarifications prior to approval of the minutes.

5.9 Motions, Debates, and Voting

As noted above, the Commission has adopted Rosenberg's Rules of Order that establishes the processes for conducting meetings, including but not limited to how motions are made and amended, how debate of items shall be conducted and how voting on items is accomplished.

5.10 Conflicts of Interest/Disclosures

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In situations where a Commissioner may have conflict of interest under the Political Reform Act, the Open Government Ordinance or other conflict laws, members of the Planning Commission are required to abstain from voting on the item and participating in the decision-making process. The following procedures should be followed:

- Declare the conflict of interest
- State the basis of the conflict of interest
- Do not discuss or vote on the matter
- Step down from the podium and leave the room until the item is completed or unless the Political Reform Act allows the member to remain in the room

If a Planning Commissioner has had a meeting with an applicant at a project site, for example, the Commissioner is to publicly disclose the meeting. A disclosure is different from a conflict of interest and would not require recusal from an item so as long as the Commissioner complies with the Brown Act and does not express an opinion.

5.11 Voting

To be passed, all motions and resolutions must receive the affirmative votes of no less than the majority of the voting members constituting a quorum. The abstention of voting by any member shall not break the quorum.

Newly appointed members may vote on items immediately after appointment provided they have reviewed the record, including tapes, minutes, reports and files on the item upon which they are voting.

5.12 Dissents and Protests

Dissent shall mean to differ in sentiment or opinion from the majority. Any Commissioner shall have the right to dissent from any action of the Commission and have the reason therefor entered in the minutes. Such dissent may be made orally on the record, or be in writing, couched in respectful terms and presented to the Commission not later than the next regular meeting following the date of said action. A Commissioner's dissent will follow their vote contrary to the majority.

Protest shall mean an objection or disapproval of all or part of an action. Any Commissioner shall have the right to protest a ruling of the Presiding Officer or discrete portions of an action by the Commission, and have the reason therefor entered in the minutes. A protest may be made irrespective of whether a vote occurs, or how the Commissioner votes.

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6. Conducting a Meeting

Meetings shall be conducted in such manner as the Chair directs, within the rules herein set forth, and any regularly adopted agenda therefore.

6.1 Order of Business within a Meeting

- Conflicts of Interest
- Reports
- Consent Calendar
- Public Comment (Items not on the Agenda). Those who wish to speak on items not on the agenda shall be limited to three (3) minutes or as otherwise permitted by the Chair.
- Public Hearings
- Business
- Reports (informational Items Only)
- Adjournment

6.2 Order for Presentation or Hearing of Proposals

- The Chair shall announce the subject of the public hearing, as advertised.
- If a request is made for continuance, a motion may be made and voted upon to continue the public hearing to a specific time and date. If no specific date and time is set, the continued public hearing shall be re-noticed.
- The staff shall be asked to present the substance of the application, staff report and recommendation, and to answer technical questions of the Commission.

6.3 Order of Testimony

- Presentation of Applicant's statement – The applicant's presentation shall be limited to fifteen (15) minutes.
- Public Comments – Those who wish to speak on the matter, either for or against, shall be limited to five (5) minutes or as otherwise permitted by the Chair.
- If necessary, a rebuttal from the applicant
- Public hearing closed
- The Commission shall then deliberate and either determines the matter or continues the matter to another date and time certain.
- The Commission may re-open the public hearing during its deliberations to ask clarifying questions of an applicant or prior speaker. If re-opened, the speaker would

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be limited to responding to the clarifying question and the public hearing portion of the item would then be closed again to ensure clarity of the process for meeting agendas.

6.4 Rules of Testimony

- Persons presenting testimony to the Commission are requested to give their name and address for the record; although not required.
- If there are numerous people in the audience who wish to participate on the issue, and it is known that all represent the same opinion, the Chair may request them to select a spokesperson to speak for the entire group.
- No person shall address the Commission without first securing the permission of the Chair to do so.
- All remarks shall be addressed to the Commission as a body and not to any member thereof.
- No questions shall be asked of the Commission or member of the staff except through the Presiding Officer.
- No person, other than the Commissioners and the person having the floor shall be permitted to enter into any discussion, either directly or through a member of the Commission, without the permission of the Presiding Officer.
- No person shall be allowed to speak twice until others desiring to do so have had the opportunity to speak.